

STATE OF MARYLAND JUDICIARY

Policy on Grants Administration *Revised: May 2015*

I. Scope

This policy applies to all courts, court related agencies and departments within the Maryland Judiciary (Judiciary).

II. Definitions

In this Policy, the following terms have the meaning indicated:

- A. Cooperative Reimbursement Agreement: Means a legal instrument of financial assistance between a Federal awarding agency and a non-Federal entity.
- B. Grant Agreement: Means the obligating instrument that provides the basis for the Judiciary's financial participation in a grant program. This agreement formalizes the relationship between the Judiciary and the grantee, indicating the amount of funds the Judiciary will provide the grantee for the approved project as described in the grantee application.
- C. Notice of Funding Availability (NOFA): Means the notice that announces the availability of funds for initiatives and programs from the Judiciary that is posted on the Department of Procurement and Contract Administration's website. Each NOFA lists the purpose, application deadlines, eligibility requirements, and other pertinent information regarding program dollars, as well as links to the application, general grant conditions, and other related materials.

III. Policy

GRANTS AWARDED BY THE MARYLAND JUDICIARY

The Chief Judge of the Court of Appeals, or designee, has the sole authority to create grant awarding units within the Judiciary, and to allow the use of Judiciary funds for grants (including cooperative agreements) to courts, State and local governments, non-profit organizations, and institutions of higher education, for the enhancement of services to those who interact with the Maryland Judiciary.

The grant awarding units shall be responsible for implementing grant programs (including cooperative agreements) in compliance with the grant policies outlined herein, and the procedures outlined by the Department of Procurement and Contract Administration.

The NOFA issued by the Department of Procurement and Contract Administration will identify funding opportunities within the Judiciary. Applicants must respond to the NOFA to be eligible for grant funds.

The Judiciary awards competitive grants, non-competitive grants and mini grants (not to exceed \$2,500), based upon the NOFA.

Grant Agreements, along with purchase orders, will be used to execute an award of grant funds.

State-funded grants shall be administered in compliance with Judiciary General Grant Conditions.

State-funded grants shall be awarded within a State fiscal year: July 1 through June 30.

Grantees must adhere to their own organizations' written policies and guidelines, unless otherwise specified in the conditions of the Grant Agreement, for the following:

Personnel	Procurement
Sub-award/ Grant	Financial/Accounting
Travel	Ethics Code / Code of Conduct

Grantees that do not have their own written policies and guidelines must follow the Judiciary's policies.

GRANTS RECEIVED BY THE MARYLAND JUDICIARY

The Director of Procurement, Contract and Grant Administration, or designee, has the sole authority to submit grant applications (including Cooperative Reimbursement Agreements) to outside agencies, such as foundations, federal agencies or other State Appointed Agencies, on behalf of the Maryland Judiciary, and for courts that are applying as a sole or principal agency. The Director of Procurement, Contract and Grant Administration, or designee, has the sole authority to accept funding on behalf of the Judiciary.

WAIVER

The Chief Judge of the Court of Appeals, or designee, has the authority to grant a waiver of this policy.